



Louisiana Public Service Commission

POST OFFICE BOX 91154
BATON ROUGE, LOUISIANA 70821-9154
www.lpsc.louisiana.gov
Telephone: (225) 342-9888

COMMISSIONERS

Mike Francis, Chairman
District IV
Craig Greene, Vice Chairman
District II
Foster L. Campbell,
District V
Lambert C. Boissiere III
District III
Eric F. Skrmetta
District I

BRANDON M. FREY
Executive Secretary

KATHRYN H. BOWMAN
Executive Counsel

JOHNNY E. SNELLGROVE, JR
Deputy Undersecretary

Instructions for the December 16, 2020 9:00 am Business & Executive Session Meeting ID: 827 2300 1162

Web Access:

Link to Meeting: <https://us02web.zoom.us/j/82723001162?pwd=cG9pM3JXYUtLTk5wYjRIWWZuNjJFQT09>

Note-All participants will be automatically muted when joining the meeting, and will only be unmuted:
1) to provide public comment as outlined below, or 2) upon request by a Commissioner.

If accessing via Google Chrome:

1. Go to join.zoom.us
2. Enter the Meeting ID number
3. Click Join
4. **Note:** If this is your first time joining a meeting from Chrome, you will be asked to open the Zoom client to join the meeting.
 - a. You will be prompted to open Zoom ("zoom.us wants to open this application"), click Open Zoom.

If accessing via Microsoft Edge or Internet Explorer:

1. Go to join.zoom.us
2. Enter the Meeting ID number
3. Click Join

If accessing via the web, there are two methods by which to access the audio component of the meeting.

• ***Option 1-Connect via Phone***

1. Dial the number listed on your computer screen, or request that your number be called.
2. If dialing, at the prompt, enter the six-digit access code, followed by "#"; if calling you, input the number, including the area code, to call you.
3. If dialing, combine the dial-in connection to your web access by entering the "Merge Code" provided on the screen. Please note, you must include a "#" before and after the code.

• ***Option 2-Connect via audio on your device (laptop, tablet, desktop)***

1. Simply choose the "computer audio" option and you will automatically be connected.

Telephone Access:

Call: (888) 273-3658 (US Toll Free)

Access Code: 191358

Note- If you dial into the meeting using only telephone access, you will not be able to provide any public comment or participate in the meeting.

Public Comment

The Commission is allowing two options to provide public comments for the December B&E. Comments may be made either prior to or during the meeting. Below are the processes for both options.

- ***Prior to the Meeting:***

Public comments can be submitted electronically prior to the meeting up to 4:30 p.m. on Tuesday, December 15th. All comments received electronically prior to this date and time will be accepted as a public comment for the December B&E, and will be read into the record during the meeting. Public comments submitted prior to the meeting shall be sent to lpssccomments@la.gov and must include the following information:

- 1) Exhibit Number
- 2) Commenter's first and last name
- 3) Comment (Please keep comments as succinct as possible)

- ***During the Meeting:***

Participants who join the Zoom meeting via the web, will have the opportunity to provide comments on any particular Exhibit Number. As a participant in Zoom, there is a "raise hand" function. The "raise hand" function can be found either at the bottom of your screen in the Webinar Controls section, or by clicking participants and then clicking "raise hand." If clicking the participants icon, a separate screen will appear to the right-hand side of the screen. At the bottom of this separate screen, there will be an icon "raise hand" that can be selected to indicate you wish to speak.

If participating via the web, please raise your hand as soon as the Exhibit item is called in order to ensure all comments are received and timely placed into the record.

If there are any questions regarding the above instructions, please contact Derick Bergeron at derick.bergeron@la.gov.